

**ANNUAL CERTIFICATE OF NOTIFICATION TO EMPLOYEES
AND PAYMENT OF LIVING WAGE**

This Certificate is made pursuant to that certain [*loan/development agreement*] [dated _____, 200_] by and between the [*City of Saint Paul/Housing and Redevelopment Authority of the City of Saint Paul, Minnesota*] and [*name*] (“Agreement”).

This Certificate is for the reporting period beginning _____, 200_ and ending December 31, 200_ [or _____, the end of the contract term] (“Reporting Period”).

The undersigned, a [*City Contractor, City Subcontractor, City Business Subsidy recipient, or Tenant*] (“Company”) certifies as follows:

1. This Certificate is intended to evidence compliance with the Saint Paul Living Wage Ordinance codified as Chapter 98 of the Saint Paul Administrative Code (‘Ordinance’) and the Agreement. All terms used herein are defined in this Certificate, Agreement and/or Ordinance.
2. Each employee who worked for the Company during the Reporting Period was given written notice that they may be covered by the terms of the Ordinance and a written copy of the Ordinance.
3. A living wage has been paid to each employee, and in the case of a Tenant to each independent contractor as well of the Company, entitled to receive payment of this living wage as required in the Agreement and Ordinance for the Reporting Period.
4. As of the end of this Reporting Period there are ____ employees and ____ independent contractors of a Tenant receiving living wages.
5. Upon request by the City/HRA the Company will promptly produce documents evidencing the written notification to employees of the Ordinance and supporting payment of a living wage to each person including without limitation quarterly wage detail reports submitted to the State of Minnesota.

I certify under penalty of perjury that the information contained in this Certificate is true and correct as of the date this Certificate is executed.

[*Company name*]

By _____
Its _____

Dated: _____, 200_.